JIRA 6.2
NEW LOOK

# Atlassian Statement

"Use JIRA to easily capture and organize your issues, prioritize and take action on what's important, and stay up-to-date with the activity going on around you" - **Atlassian**



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# Presentation Agenda

- Login and Access JIRA
- New Features in JIRA 6.2
- Project Overview
- Create and Edit an Issue
- Attachments and Screenshots
- Workflow Overview
- Searching and Filters
- Dashboard Overview
- Troubleshooting
- Questions

JIRA

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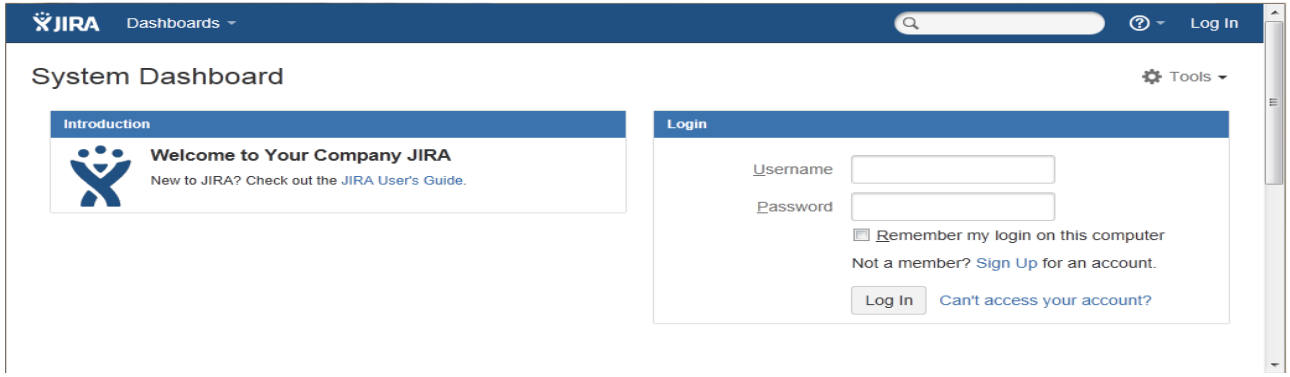
# Login and Access JIRA

You can access JIRA via two different options:

- Web browser https://birwa42ms.newlook.co.uk

- Your NAL

- Current logins will stay the same:




- New Users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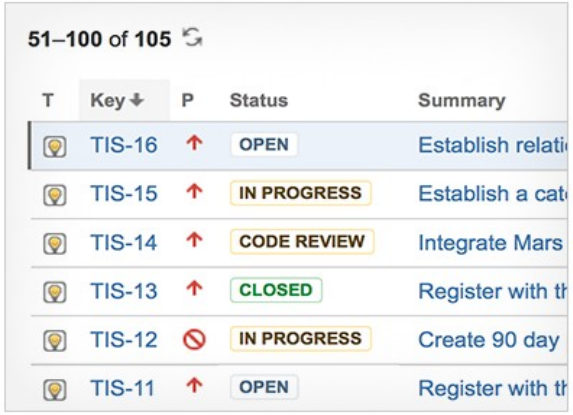
# New Features in 6.2

## 3. See status clearly

**New status indicators make status clearer than ever**

- Text-based status lozenges quickly indicate the next action required.
- Three primary colors highlight the phase of work (*To do*, *In progress*, and *Done*)
- Scannable sets of issues show status in aggregate

« Back | Next »



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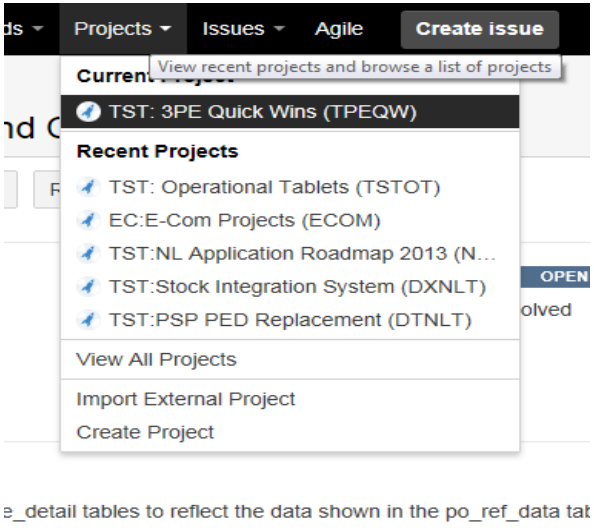
# Project Overview

- Finding an existing Project
- How to open the existing Proje



NEW LOOK
Dashboards
Projects
Issues
Agile
Create issue
TST: 3PE Quick Wins
Key: TPEQW Lead: Sindhu K Category: New Look Test Team
Overview
Administration
Summary
Issues
Reports
Components
Summary
This is designed to records issues for the 3PE tactical quick wins in advance of the larger third party ecommerce project planned for later 2014
Issues: 30 Day Summary
Issues: 7 created and 16 resolved
Activity Stream
Erin Sales changed the Assignee to 'Rakesh Lakshmikanth' on TPEQW-28 - Updating Code_head and Code_detail tables
Erin Sales created TPEQW-28 - Updating Code_head and Code_detail tables
Hi Rakesh,
Please can you update the Code_head and Code_detail tables to reflect the data shown in the po_ref_data table?
17 - DFNG is to be changed to Lazada
PO Types 20 Jabong & 21 Collins to be added
Many Thanks
Ian Parsons closed TPEQW-27 - Searching by PO Type in Approve retrieves a PO not included in a PO
Ian Parsons resolved TPEQW-27 - Searching by PO Type in Approve retrieves a PO not included in a PO as 'Fixed'
Thanks for the confirmation Rakesh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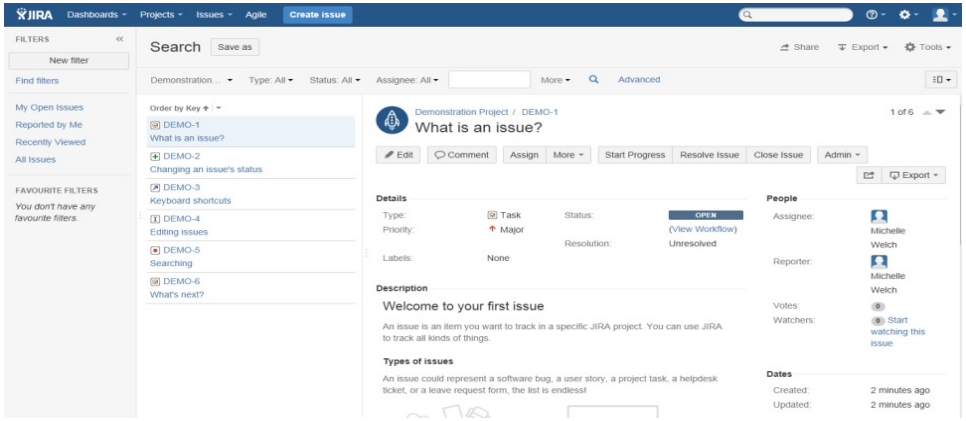
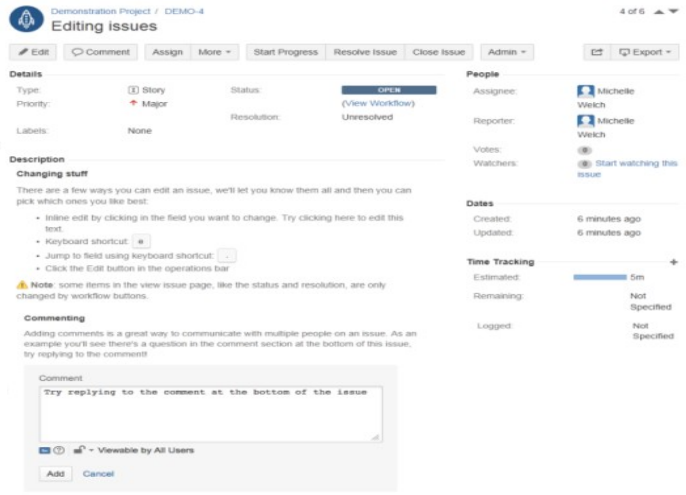
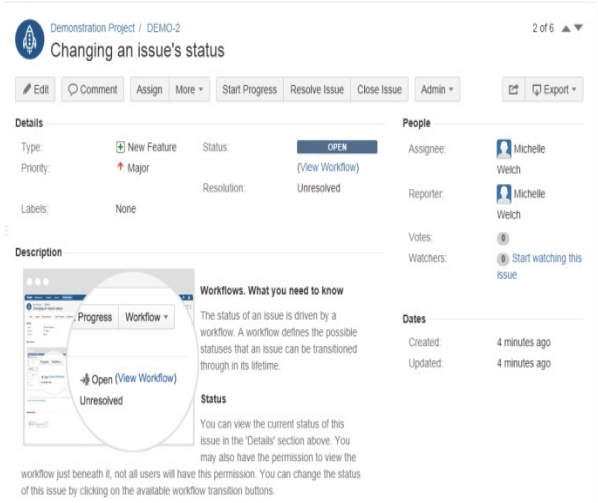
# Create and Edit an Issue

- How to Create an issue
- How to Edit an Issue
- How and where to add a comment
- Assign an Issue to the Reporter
- Close/ Resolve an Issue by the Reporter





Demonstration Project / DEMO-4
Editing issues
4 of 6
Edit
Comment
Assign
More
Start Progress
Resolve Issue
Close Issue
Admin
Export
Details
Type: Story
Priority: Major
Status: OPEN
(View Workflow)
Resolution: Unresolved
Labels: None
People
Assignee: Michelle Welch
Reporter: Michelle Welch
Votes:
Watchers: Start watching this issue
Description
Changing stuff
There are a few ways you can edit an issue, we'll let you know them all and then you can pick which ones you like best.
Inline edit by clicking in the field you want to change. Try clicking here to edit this text
Keyboard shortcut:
Jump to field using keyboard shortcut:
Click the Edit button in the operations bar
Note: some items in the view issue page, like the status and resolution, are only changed by workflow buttons.
Commenting
Adding comments is a great way to communicate with multiple people on an issue. As an example you'll see there's a question in the comment section at the bottom of this issue, try replying to the comment!
Comment
Try replying to the comment at the bottom of the issue
Viewable by All Users
Add
Cancel
Dates
Created: 6 minutes ago
Updated: 6 minutes ago
Time Tracking
Estimated: 5m
Remaining: Not Specified
Logged: Not Specified


Demonstration Project / DEMO-2
Changing an issue's status
2 of 6
Edit
Comment
Assign
More
Start Progress
Resolve Issue
Close Issue
Admin
Export
Details
Type: New Feature
Priority: Major
Status: OPEN
(View Workflow)
Resolution: Unresolved
Labels: None
People
Assignee: Michelle Welch
Reporter: Michelle Welch
Votes:
Watchers: Start watching this issue
Description
Progress
Workflow
Open (View Workflow)
Unresolved
Workflows. What you need to know
The status of an issue is driven by a workflow. A workflow defines the possible statuses that an issue can be transitioned through in its lifetime.
Status
You can view the current status of this issue in the 'Details' section above. You may also have the permission to view the workflow just beneath it, not all users will have this permission. You can change the status of this issue by clicking on the available workflow transition buttons.
Dates
Created: 4 minutes ago
Updated: 4 minutes ago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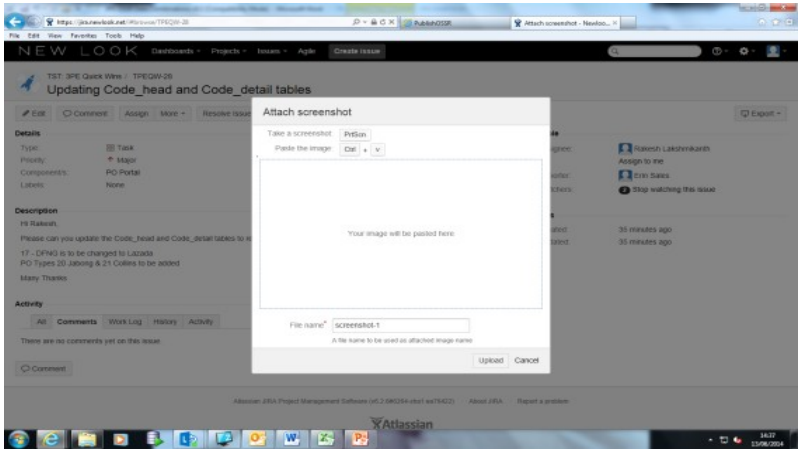
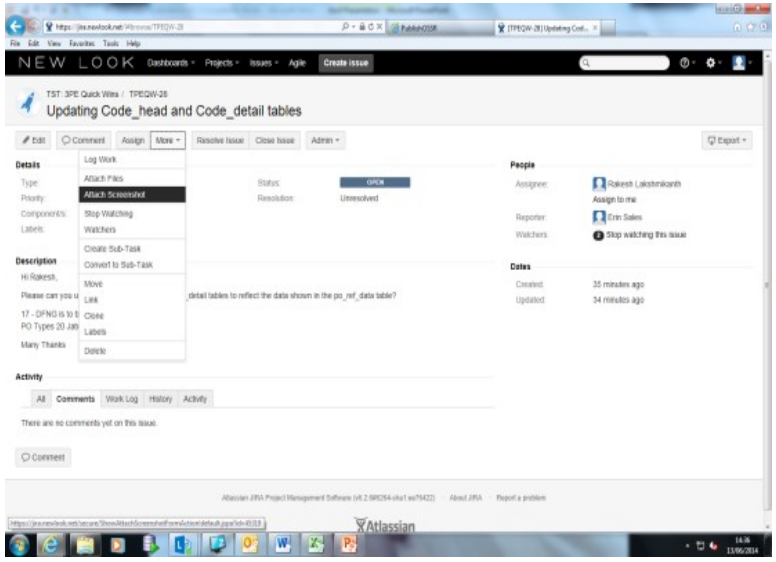
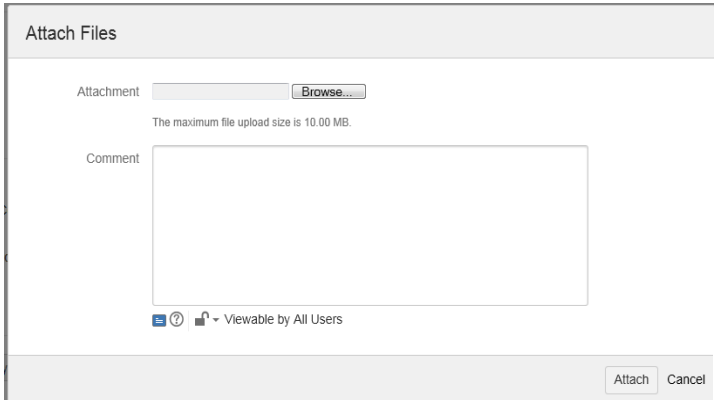
# Attachments and Screenshots

- How to attach external file to a JIRA
- How to attach a screenshot to a JIRA
- Finding and Opening Attachments

Click to edit Master text styles





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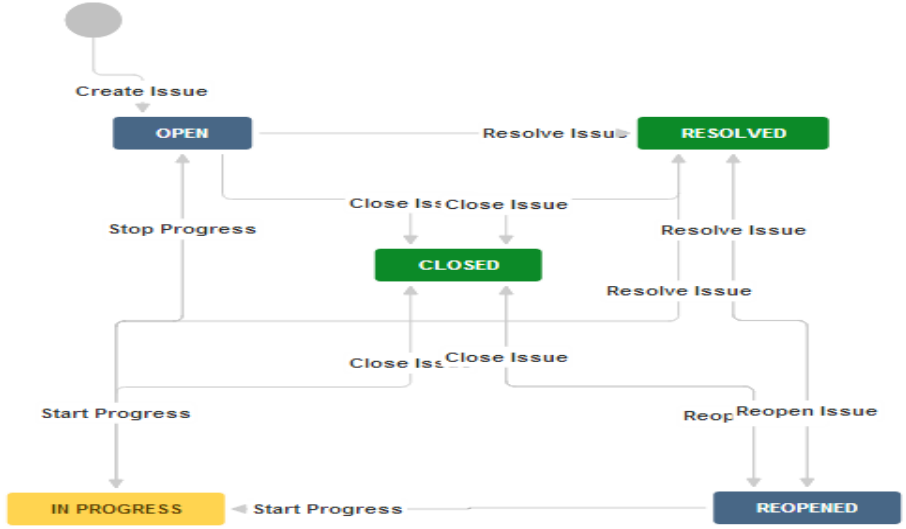
# Workflow Overview

- What is Workflow?

**Workflows**

Every issue has a lifecycle. In JIRA, the lifecycle of an issue is managed by a workflow. A workflow consists of the issue statuses (e.g. Open) and the transitions between each status (e.g. Start progress). Here is the default workflow used in JIRA:

- Default Workflow



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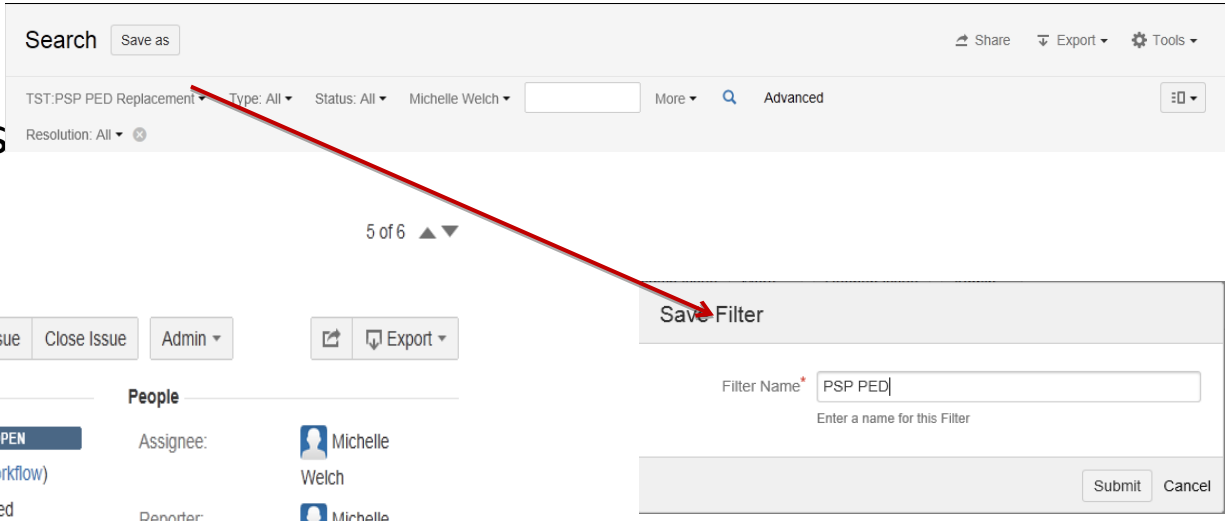
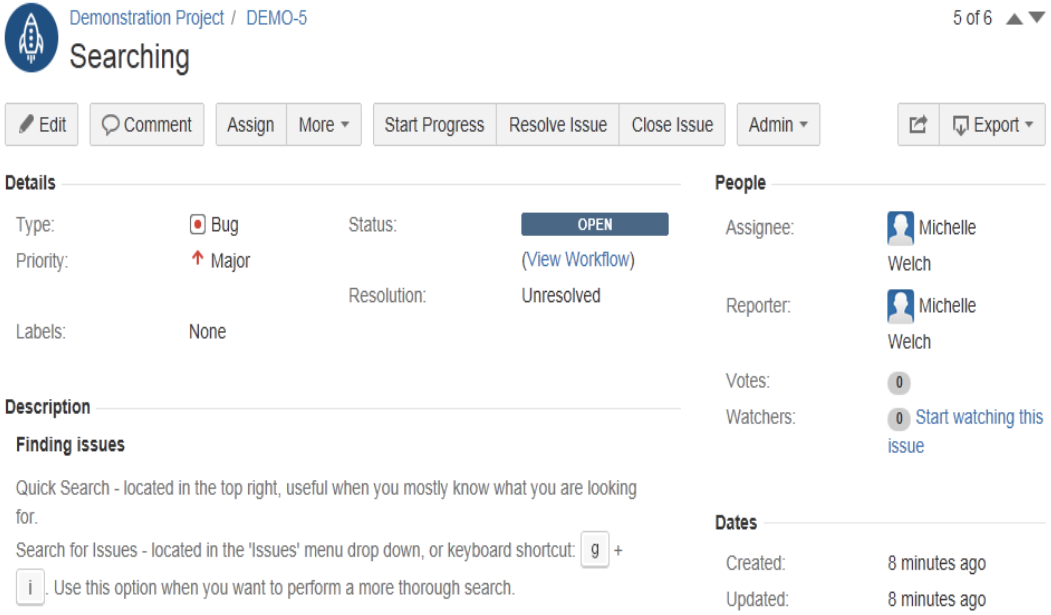
# Searching and Filters

- Searching for issues
- Filters – saved searches





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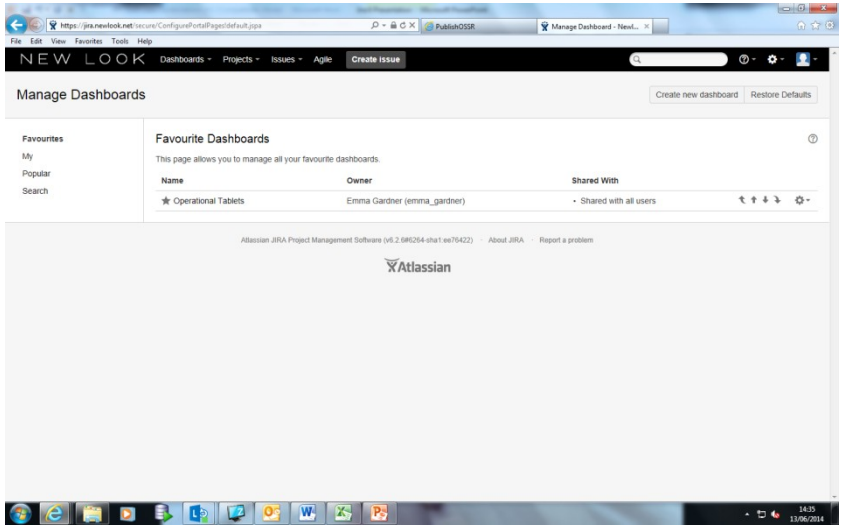
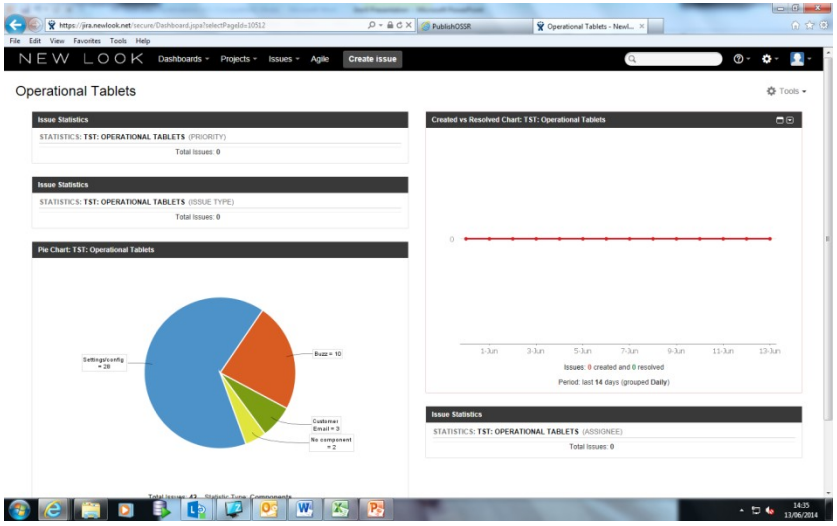
# Dashboard Overview

- Reports – where to find them
- Viewing Dashboard – How to add a Dashboard, Sharing a Dashboard
- Creating/ editing a Dashboard





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# Useful Information

Champion Name: Erin Sales
DD: 758615

How-To Guides and Presentation:
User Guides
Presentation



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# Questions??

Do you have any questions?



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